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18 JUN 1964

MEMORANDUM FOR: CI/RMO

SUBJECT : Proposed Syllabus for Name Check Course

REFERENCE : CI/RMO memorandum, 5 June 1964

1. In going over your memorandum and the attached syllabus, the following suggestions and thoughts came to the minds of the various officers in CI/R&A to whom you sent copies:

(a) From the beginning, the course has been referred to as the Name Check Course or the Name Trace Course. [REDACTED] refers in Chapter I, paragraph 1.b. "4.b", and in Chapter II, paragraph 3.b. (10) to Name Checks, as does [REDACTED] "Name Checks." [REDACTED] "Name Checks." So did [REDACTED] "Name Checks." [REDACTED] er, uses the term Name Trace. Why change the name to one which will not be as clear or precise?

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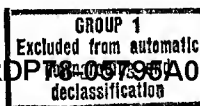
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(b) There should be no limitations on students by grade. This course is designed for persons who do name traces, no matter what their grade, for their supervisors, etc.

(c) It is suggested that JOT's be enrolled in the course before they go to [REDACTED] rather than upon completion of the operations training. A staff member from [REDACTED] who was present at a preliminary meeting (September 1963) on the proposed course, indicated that he would like JOT's to have more information about and experience in name checking before coming to [REDACTED]

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(d) No matter how much of a problem it may be to run an actual name trace, this must be included as part of the course, in addition to the kind of controlled nametrace which RID/TRO suggested. (For the live trace, it is suggested that students could work on names provided by their respective geographic components. This procedure should be a healthy incentive for active support of the course from the operating divisions. Criteria for the check could be established; these would be met by having the students do one or more name checks,

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depending on the complexity. There should be no difficulty in providing live checks for JOT's and the like, since many branches have a backlog of pending name checks, on which they would welcome assistance.).

- (e) The limitation of the course to one week cannot be arrived at now. It should merely be stated that:
 - (1) the course will be part-time (this is important in terms of getting students away from their jobs to take the course).
 - (2) the course will be held in Headquarters building (this is essential if students are to learn anything about the geography and mechanics of CS nametracing. This will be a matter for DDP/TRO to work out with DTR).
 - (3) the course will be limited to 20 students, in order to permit a degree of individual supervision by the instructors.
- (f) Consideration should again be given to cutting OTR in. The time seems to have arrived when DDP/TRO should inform OTR of our intentions. In this connection, it is assumed that the course will be administered by OTR, but taught in large measure by RID, Systems Group, and CI Staff.
- (g) Once the syllabus is agreed to, then RID/TRO and others should undertake to pull together the material for the student kits. An essential element will be the various regulations relating to name checking. This kit, or a portion of it, should become the property of the name-tracer upon completion of the course.
- (h) It is suggested that pertinent portions of the CS Records Handbook be required reading before the student begins the course. The additional reading assigned during the course should be carefully selected to support the basic course objectives, and to fit within the time available.
- (i) Under Course Objectives, the first objective should be to outline for the student the responsibilities of the CS for namechecks, both in Headquarters and in the field. (This is amplified in the write-up on "Philosophy of Name Checking".).

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- (j) Under "Philosophy of Name Checking," it might be possible to have a panel cover statutory responsibilities, etc., name checking overseas, Headquarters namechecking, and the role of namechecking in support of operations. This will be the key presentation, setting the tone and establishing the motivation for the course.
- (k) "Role of CS Records..." seems like a natural for CI/RMO.
- (l) "The RID Indices" is clearly RID/TRO's problem, either to give or to provide a lecturer.
- (m) "Auxiliary Indices - Machine Collation" should be given by DDP Systems Group and CI/MRO. There should be required reading -- several hours of it, in fact, to include pamphlets and papers such as The General Information Collation System, "Introduction to the Machine Program on the Russian Intelligence and Security Services," "Legal Travel Program," and "Machine Collation of Counterintelligence."
- (n) "Auxiliary Indices - Other" could be given by CI/R&A.
- (o) "Mechanics of Name Checking" is an RID responsibility. The controlled case is fine as a teaching aid. The live name trace is equally important from other points of view.
- (p) "Editing the Index Card" (Block 5) is an important element of the course, and should be handled by someone fully familiar with the subject. The same applies to "Identification of Useless Records" (Block 7).
- (q) "Non-CS Indices" looks like a natural for CI/R&A, which already handles this subject in other courses.

2. In summary, this outline seems to be adequate and well-thought-out. There has been considerable thought and discussion devoted to it, and that phase should be brought to a rapid conclusion. The syllabus should be firmed up as quickly as possible, and presented no later than 15 July to C/RID, C/DDP Systems Group, and C/CI/R&A for approval. From there on, the best way to find out what is wrong with the course will be to give it, critique it, amend it, etc. --- as was done in the case of the ROC.

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